



IN-HOUSE POSTING

ELECTION & VOTER REGISTRATION SUPERVISOR

Opening Date: October 26, 2005

Closing Date: November 1, 2005

A Vacancy Exists

Salary: \$25,619 - \$32,024 (Minimum - Midpoint) Pay Grade 8

Location: Kent County (Please check this county on your application) Commissioner's of Elections Office, 111 South West Street, Dover, DE

Summary Statement: This is the lead level responsible for assisting with the coordination and review of subordinate clerical work in the registration of voters; or assisting with the planning, conducting and supervision of volunteer election officers and election polling places.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "not qualified."

1. Knowledge of municipal, state and federal election and registration laws, rules and regulations.
2. Experience in the conduct of elections and voter registration

Please describe experience in detail especially experience in voter registration and Title 15.

3. Knowledge of the principles and practices of supervision.
4. Ability to communicate effectively both orally and in writing.

Examination: The application is evaluated based upon a rating of training and experience.

Essential Functions:

- Applies agency laws, rules, regulations, policies and procedures in processing and maintaining election and voter registration information.
- Registers state residents to vote to include verifying proof of residency and entering election and voter registration information in database.
- Arranges for polling locations, coordinates the appointment, training and assignment of election and registration officers and state agency staff, and mobile registration activities and schedules.
- Gathers and compiles information from various sources to provide voters, the public, candidates and political party representatives with informational materials about election and voter registration processes.
- Answers questions and provides information to the public, candidates and political party representatives regarding election laws, rules and regulations, registration requirements and campaign filing requirements.
- Tracks, monitors and conducts follow up to ensure effective resolution.
- Prepares reports and maintains records on election and voter registration activities.
- Reports to an administrative superior.
- Ensures efficient use of staff time. Hires and supervises election officers.
- Participates in the acquisition, evaluation and assignment of polling places; ensures candidate nomination petitions are in compliance with the laws, rules and regulations; ensures polling places are convenient, readily accessible and properly prepared and voters are assigned to the correct voting district; participates in planning and updating the timeline for conducting elections, preparing correct ballots and memory cartridges and related activities; ensures documents and data required for canvasses and post election analysis are available.

Conditions of Employment:

Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://delawarepersonnel.com/benefits/programs>

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458

- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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